



Chanute

a TRADITION of INNOVATION

MAXIMUM OCCUPANCY LOAD

Central Park Pavilion – 299

According to fire codes, this is the maximum number of people that may occupy the community building at any given time. It is your (group's) responsibility to not exceed these limits.

CONTRACT FOR USAGE OF

CENTRAL PARK COMMUNITY BUILDING – 101 S FOREST

(Smoking is prohibited inside the building. Cereal malt beverages and alcoholic beverages are prohibited inside the building unless prior approval has been made.)

Name _____ Organization _____

Address _____ Phone _____

City _____ State _____ Zip _____

_____ is requesting approval to conduct the
Individual / Organization

following activity _____ on _____ Date
a.m. a.m.
from _____ p.m. to _____ p.m. with approximately _____ people in attendance.

Hours booked should allow for set up & clean up, UNAUTHORIZED HOURS WILL FORFEIT YOUR DEPOSIT IF NOT PRE-APPROVED.

BUILDING RULES

1. Contracting party must be at least 21-years of age. Contracting party is responsible for the conduct of their activity and the behavior of all those in attendance. Charges for damage, breakage and mistreatment of equipment will be made if necessary.
2. Table and chair arrangements will be done by the contracting party which will include setting up and taking down.
3. The contracting party will be responsible for leaving the building in a clean and neat appearance. This includes dusting the floor and placing trash or garbage in proper receptacles.
4. No cereal malt beverages or alcoholic beverages will be permitted inside the building without prior approval.
5. Smoking is prohibited inside the building.
6. No tape, thumbnails, staples, etc., applied to the walls.
7. Violation of any of these rules will forfeit your deposit.

KEY PICKUP

The contracting individual will be required to pickup a key from the City Clerk's Office, 101 S. Lincoln, Chanute, Kansas. For weekday rentals the key should be picked up on the day of the function. For weekend rentals the key should be picked up on the Friday before the function. The City Clerk's hours are Monday thru Friday 8:00 a.m. to 4:30 p.m., with the exception of holidays.

KEY DROP-OFF

Key's must be returned to the City Clerk's Office by the following business day after your function. For your convenience a drop box is located outside the Memorial Building for after-hours drop-off. Key's will be tracked and charges assessed if not returned.

CANCELLATIONS

In case a reservation needs to be cancelled it must be done three (3) working days prior to the event. Anything less then the three (3) days we will refund your deposit only, the rental fee will be non-refundable at that time.

I, the undersigned, accept full responsibility for this rental; for any damages that may occur to the above mentioned facility during our use; receipt of a copy of the facility policies; and agree to abide by them.

Signature of Contracting Party

Date

DEPOSIT AND RENTAL FEE

Your group priority number is_____.

A deposit of _____ and a rental fee of _____ is due at the time of booking the reservation. These are payable to the City of Chanute at the City Clerk's Office located on the first floor of the Memorial Building at 101 S. Lincoln, Chanute, Kansas.

Signature of Authorized City Personnel

Date